



10/16/12

Nº -- 2200

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 401111	Transfer to index code:
Department: HNSA- Animal Svcs	Department:
Approved (Dept Head) <i>[Signature]</i> Date 10-17-2012	Approved (Dept Head) Date
Specific location (address): 935 Spring - r	
Where in facility? Basement	
First contact person: Tim Sampson	Phone: 7117
Second contact person: Jill Rubin	Phone:

Cty Tag #	Description	Serial/VIN #	Condition
33442	Inspiron 5160	JPY6661	POOR
34345	Optiplex 520	LYN8491	POOR
31376	Optiplex GX400	DFS6K11	POOR
34861	HP LT 9050n	SJPDL64F011X	POOR
35975	Optiplex 745	G13KL3D1	POOR
29366	Gateway Laptop Solo	00175-94683	POOR
101433	Dell Lat. Trade D520	9BR86F1	POOR
35210	Dell Lat. Trade D520	2FPMRB1	POOR
NA	19" Flat Panel Display	CX-OCT319-22822-6PK- KSL	NOT WORKING
NA	NEC Accusync 50 15" CRT	2502951TA	POOR
34407	Dell GX520	80P8491	POOR

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/Purchasing		
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:

Do not separate form. All parts of form are to be submitted as follows: Surplus only – to Purchasing, Inter-Department transfers – to Auditor  
When processing is complete, form will be separated and distributed as follows: White-Auditor, Yellow-To Dept., Pink-From Dept., Gold-Purchasing





5417

**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**       **INTERDEPARTMENT**      **POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <b>243210</b>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <b>SHERIFF-JAIL</b>	DEPARTMENT: <b>SURPLUS</b>
<b>APPROVED (DEPT HEAD)</b> _____ DATE _____	<b>APPROVED (DEPT HEAD)</b> _____ DATE _____

SPECIFIC LOCATION (ADDRESS): 1051 HI TAHOE BLVD. SGT

Where in Facility? SALLY PORT

FIRST CONTACT PERSON: BETH ALEXANDER PHONE: 3039

SECOND CONTACT PERSON: Pam Kolvachek PHONE: 3039

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
# 30844	HP Printer		Poor
⊖	Sony Monitor	# 133681	?
⊖	Video/Monitor		GOOD
⊖	Panasonic Phone	# 22B1630729	Poor
⊖	AT&T Phone	# 0000 24715	Poor
⊖	AT&T Phone	# 00 000146135	Poor
GREEN	Polaroid & Acc.	⊖	ok
GREEN	Polaroid & Acc	⊖	ok
N/A	TV-Durabrand	⊖	Broken

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: \_\_\_\_\_

AUDITOR RECORDS UPDATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.**

WHITE (AUDITOR)                      YELLOW (TO DEPT)  
PINK (FROM DEPT)                      GOLD (PURCHASING)

ON COUNTY LIST

5416

**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS       INTERDEPARTMENT      POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <p style="text-align: center; font-size: 1.2em;">243210</p>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <p style="font-size: 1.2em;">SHERIFF (JAIL)</p>	DEPARTMENT: <p style="font-size: 1.2em;">SURPLUS</p>
APPROVED (DEPT HEAD) _____ DATE _____	APPROVED (DEPT HEAD) _____ DATE _____

SPECIFIC LOCATION (ADDRESS): 1051 ALTAHOE BLVD SUT

Where in Facility? Sully Port

FIRST CONTACT PERSON: BETH ALEXANDER PHONE: 3039

SECOND CONTACT PERSON: Pam Kolvachek PHONE: 3039

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
99480	RUBBER FLOOR MAT	N/A	OK
23784	PRESS LEGSQUAT	N/A	OK
23845	STATION SAFETY w/ BENCH	N/A	OK
N/A	Dumb Bell Bar	N/A	Great
N/A	9kg weights	N/A	Fair
N/A	chest-Knee Flex	N/A	OK
N/A	<sup>Bench</sup> Weider Pro 125	N/A	OK

<b>PURCHASING USE ONLY</b>	<b>DATE</b>
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BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

**REMARKS:** \_\_\_\_\_

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DATE: \_\_\_\_\_

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 PINK (FROM DEPT)                      GOLD (PURCHASING)

**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**

**INTERDEPARTMENT**

**POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE)		TRANSFER TO (INDEX CODE)	
DEPARTMENT: <i>Human Resources</i>		DEPARTMENT:	
APPROVED (DEPT HEAD) <i>[Signature]</i>	DATE <i>11/7/12</i>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION (ADDRESS): *330 Fair Lane, Placerville, CA 95667*

Where in Facility? *HR - Mitch Applegarth Office*

FIRST CONTACT PERSON: *Christine Kloczko* PHONE: *(530) 621-6633*

SECOND CONTACT PERSON: *Mitch Applegarth* PHONE: *530-621-5510*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>Total (50)</i>	<i>Binders</i>		<i>fair</i>
<i>Total (2)</i>	<i>Chairs</i>		<i>broken</i>
	<i>Plantronic Speaker Vista</i>	<i>010709-00A</i>	<i>no good</i>
	<i>Headphone</i>		<i>no good</i>
	<i>Cannon Calculator</i>	<i>0733626</i>	<i>broken</i>
	<i>Electronic Calc.</i>	<i>3D025118</i>	<i>broken</i>
<i>Total (13)</i>	<i>misc books</i>		<i>old</i>
<i>Total (3)</i>	<i>metal dividers</i>		<i>Good</i>
	<i>metal tray &amp; plastic glass</i>		<i>Good</i>

<b>PURCHASING USE ONLY</b>	<b>DATE</b>
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REMARKS: _____
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**County of El Dorado  
Property Transfer Request**

**Surplus**  **Inter-Department Transfer**

Transfer from index code: 306500	Transfer to index code:
Department: Transportation	Department:
Approved (Dept Head) <i>Kimberly A Keen</i> Date <i>10/26/12</i>	Approved (Dept Head)      Date

Specific location (address): Building C, 2850 Fairlane Court, Placerville

Where in facility? Main Floor and Second Floor

First contact person: Julianne Melchor Phone: 621-5910

Second contact person: Nancy Bumbaca Phone: 621-7592

Cty Tag #	Description	Serial/VIN #	Condition
None	Assorted in-out file organizers	None	Fair
None	1 - 3' X 2' White Board	None	Fair
None	Book Ends	None	Fair
None	Keyboard Trays	None	Fair
None	CD File Folders	None	Fair
None	Wastebaskets - various sizes	None	Fair
None	Plastic in/out trays	None	Fair
None	Wire in/out baskets	None	Fair
None	Metal File Holders	None	Fair
None	Angled Pencil Holder	None	Fair
None	Mail Sorter	None	Fair
None	Hanging Folders	None	Fair
None	File Folders	None	Fair
None	Monitor risers	None	Fair
None	Foot Pedestals	None	Fair
None	Christmas Stuff	None	Fair
None	2 - Black Boxes	None	Fair
None	Mesh magazine holder	None	Fair
None	Plastic document holder	None	Fair
None	Plastic tub	None	Fair

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS       INTERDEPARTMENT      POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE)      TRANSFER TO (INDEX CODE)  
34000      \_\_\_\_\_

DEPARTMENT:      DEPARTMENT:  
Dev SERVICES      PLANNING

APPROVED (DEPT HEAD)      DATE      APPROVED (DEPT HEAD)      DATE  
Roger Trout      10-15-12      \_\_\_\_\_      \_\_\_\_\_

SPECIFIC LOCATION (ADDRESS): 2850 Fairlane Court - Prille

Where in Facility? Cubicle Next to Mel P.

FIRST CONTACT PERSON: Char Tim      PHONE: x 5351

SECOND CONTACT PERSON: Roger Trout      PHONE: x 5369

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
32341	Canon Video Camera VC-C4R	2312920019	Good /
	2 remote controls 2 plugs		Outdated
32342	Canon Video Camera VC-C4R	2312920021	Good /
			Outdated
NO TAG	Canon Video Camera VC-C4	1202620130	Good /
	2 remote controls 2 plugs		Outdated
NO TAG	Canon Video Camera VC-C4	1202620137	Good /
			Outdated
NO TAG	Polaroid Camera	Impulse AS	broken

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